

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include assisting the Police Chief in short and long-range planning of departmental programs and activities, in research and development of departmental policies and in preparing the departmental budget. The employee of this class writes reports and correspondence, as well as provides for the accurate maintenance of departmental records and performs public relations duties. The Assistant Police Chief works with a high level of independence, receiving only limited direct supervision, reporting to and having work reviewed by the Deputy Chief of Police. This class ranks directly below that of the Deputy Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in the operation of one police department service, division, or function in relation to the research and planning of programs and activities of the department. Conducts inspections of the various services of the department, evaluates operations, and discusses evaluations with employees in charge of areas inspected. Determines how to organize assigned services of the department and decides on officer deployment in a manner that optimizes cost effectiveness. Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance to civil service law. Ensures that all department personnel policies conform to EEOC standards. Recommends management policies, goals, and objectives for the department. Investigates complaints and accidents involving department personnel or equipment, determines resolution, and recommends or takes appropriate action for future conflicts. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Keeps informed on any local conditions which may affect the work of the department.

Reviews divisional operating budgets. Gathers information for and prepares the departmental operating budget. Prepares payroll records. Prepares expenditure estimates and authorizes expenditure of funds allocated for police department operation making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment or related financial records and sees that such are paid in accordance with

departmental policy. Manages the purchase of equipment and supplies in the manner provided by lawful authority. Supervises field management of money used by investigative staff in order to control possession or expenditure of funds.

Manages the law enforcement functions of the department by supervising subordinate officers who have responsibility for patrol operations, investigative and administrative services, support services, and community outreach. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings with subordinates and conducts roll call to provide employees with pertinent information related to policy changes, directives, orders and cancellations, and related information. Reviews incoming communications and assigns to staff, ensuring that work is routed to the appropriate person or location. Resolves employee complaints and grievances, conducts corrective interviews and recommends disciplinary action to the appointing authority. Administers disciplinary action as directed by the appointing authority. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides on-the-job training for department members. Approves leave.

Provides for and ensures that accurate department records are maintained. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities. Personally completes all forms, records, and reports required. Writes letters in reply to requests or to address needs of the police service.

Serves as department representative at meetings of civic and professional groups and to the news media by giving reports, offering advice, releasing information, and answering questions concerning the work of the department. Makes speeches or conducts demonstrations at schools or meetings of citizen's groups. Participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with other law enforcement agencies on projects of mutual concern, as well as coordinates special public service projects to enhance the public image of the law enforcement service. Informs the public of the necessity and methods of civilian cooperation in law enforcement work.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain immediately preceding closing date for application to the board.

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	06-15-94
	07-08-98
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